

<b>DATA ITEM DESCRIPTION</b>			Form Approved OMB NO. 0704-0188	
<small>Public reporting burden for collection of this information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate of Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.</small>				
<b>1. TITLE</b>  <div style="text-align: center; font-weight: bold;">SYSTEM INVENTORY</div>			<b>2. IDENTIFICATION NUMBER</b>  <div style="text-align: center; font-weight: bold;">P001</div>	
<b>3. DESCRIPTION/PURPOSE</b>  <p>The Contractor shall prepare and maintain a system inventory database. The system database will define the quantity, types, and age of components that comprise the system. The system book value will be determined based on the inventory and accepted valuation techniques (only if necessary for the Contractor's pricing structure).</p>				
<b>4. APPROVAL DATE</b> <small>(YYMMDD)</small>	<b>5. OFFICE OF PRIMARY RESPONSIBILITY</b>	<b>6a. DTIC APPLICABLE</b>	<b>6b. GIDEP APPLICABLE</b>	
<b>7. APPLICATION/INTERRELATIONSHIP</b>  <p>This Data Item Description (DID) contains the content and requirements for the System Inventory. This DID shall relate and cross-reference with the maps developed in accordance with DID P013, Mapping.</p>				
<b>8. APPROVAL LIMITATION</b>		<b>9a. APPLICABLE FORMS</b>	<b>9b. AMSC NUMBER</b>	
<b>10. PREPARATION INSTRUCTIONS</b>  <div style="margin-left: 20px;"> <b>10.1 Performance</b>   <p>10.1.1 The Contractor shall develop and maintain an inventory of all utility system components owned by the Contractor. The inventory shall be an electronic database. The inventory shall compile and organize all data required by 49 CFR 192 and 16NYCRR Part 255. The inventory shall include a list of each major plant components, location of the component, and other pertaining information as listed below.</p> <p>10.1.2 If the Contractor's price is dependent upon the systems value, the Contractor shall track the value. The system book valuation shall correlate to the system inventory. It shall include an estimate of each plant unit's original installed cost, date installed, depreciation life, the current accumulated depreciation, and value. If requested by the Contracting Officer, documentation supporting the determination of value shall be provided.</p> </div> <div style="margin-left: 20px;"> <b>10.2 Presentation Format</b>   <p>10.2.1 All submittals required under this DID will be itemized on an Engineering Form 4025 attached. The system inventory and valuation shall be submitted in hard copy (on 8-1/2" x 11" sheets) and in electronic form. Three hard copies and one electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary, saved in earlier versions compatible with USMA software.</p> <p>10.2.2 Drawings and related database information including the inventory shall be documented through a relational database in Arc View with drawings also provided in AutoCAD.</p> </div>				
<b>11. DISTRIBUTION STATEMENT</b>				

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1. TITLE  <b>ANNUAL CAPITAL UPGRADES AND RENEWALS AND REPLACEMENTS PLAN</b>		2. IDENTIFICATION NUMBER  <b>P002</b>	
3. DESCRIPTION/PURPOSE  The Contractor shall prepare a 7-year plan for system expansion, upgrade, and renewal to include a report of the preceding years' associated activities.			
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP  This Data Item Description (DID) contains the content and requirements for the activities associated with the 7-year plan for system expansion, upgrade, and renewal. This DID relates to the 7-year budget and expenditure report submitted in accordance with DID P005.			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS  10. 1 The Contractor shall provide the Government with a 7-year capital improvement (expansion, upgrade, and renewal) plan, to be updated annually. This plan shall be a portion of the basis for the Contractor's annual budget submitted in accordance with DID P005. Work shall be identified by fiscal year. The plan shall reference reports identifying the need and justification. The plan shall include capital improvements such as major system facility expansions, replacements, relocations, or abandonment as may be needed to conform the system to the Contractor's safety and operational standards, or to accommodate Government-forecasted changes in utility usage requirements. The 7-year capital improvement plan shall include a description, statement of need, estimated installed cost, project schedule and coordination actions for each capital improvement item or class of improvements.  10.2 The Contractor shall report on its expansion, upgrade, and renewal efforts for the past year. Particularly, the report shall identify what work was and was not accomplished as it relates to the plan.  10.3 All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary, saved in earlier versions compatible with USMA software. Drawings and related database information including the inventory shall be documented through a relational database in Arc View with drawings also provided in AutoCAD.			
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1. TITLE <b>OPERATIONS AND MAINTENANCE PLAN (OMP)</b>			2. IDENTIFICATION NUMBER <b>P003</b>	
3. DESCRIPTION/PURPOSE  The Contractor's Operations and Maintenance Plan (OMP) represents the requirements for system operation and maintenance. The Contractor shall develop an integrated OMP that incorporates the individual elements listed below and, as a minimum, includes/identifies the service/work elements listed below. Operations are defined as performance of the day-to-day tasks required in the provision of consistent service or flow of commodity to each service location. Maintenance is defined as both preventive and corrective maintenance necessary to maintain each system component in serviceable condition.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP  This Data Item Description (DID) contains the content and requirements for the OMP for the Government.				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER		
10. PREPARATION INSTRUCTIONS  All information developed for the tasks described below shall be submitted to the Government.  10.1 OMP Integrated Schedule  The Contractor shall develop and maintain an integrated schedule from the schedules delineated below. This schedule will be utilized in conjunction with other DIDs to devise an overall schedule.  10.2 Operations Plan  10.2.1 The operations and maintenance plan shall comply with the requirements of 49 CFR 192, 16NYCRR Part 255 and the Guidance Manual for Operators of Small Natural Gas System as well as the requirements included herein.  10.2.2 Utilizing the System Inventory developed in DID P001, the Contractor shall develop and maintain a master equipment list (MEL) for the components of the system that require: periodic manual operation; performance of equipment surveillance and monitoring; determination of equipment operational status; performance of measurements and tests; and calibration or adjustment as required for proper operation. From the MEL, manufacturers' literature, and system drawings, the Contractor shall prepare written procedures and a schedule for accomplishment of the operations tasks. The Contractor shall prepare staffing, material, and equipment estimated requirements for accomplishment of the operation tasks. Procedural documents shall be written at the journeyman craftsman/certified operator level. They shall be numbered and organized such that they are either stand-alone or to be performed with other procedures for efficient scheduling or required sequence. The Contractor shall incorporate a list of tools, instruments, and materials necessary to perform the required tasks in each procedure. The procedures shall reference the Governing Documents to the extent possible/necessary to ensure proper adherence to required/mandated codes and standards, and environmental regulations.				
11. DISTRIBUTION STATEMENT				

Operations and Maintenance Plan (OMP)  
P003

10. PREPARATION INSTRUCTIONS – 10.2 Operations Plan (continued)

The Contractor shall develop and maintain an integrated task list and schedule for system operation.

Governing Documents: The Contractor shall develop and maintain a list of codes, standards, and/or regulations applicable to the operations procedures, citing titles and effective dates.

10.3 Maintenance Plan

10.3.1 Preventive Maintenance (PM) Effort. Preventive maintenance is defined as periodic work required to prevent malfunction or premature failure of a system component or plant unit. It may also include periodic replacement of parts or minor rework/overhauls of the basic plant unit. Utilizing the System Inventory developed in DID P001, the Contractor shall develop and maintain a master equipment list (MEL) for the components of the system that require periodic PM. From the MEL, manufacturers' literature, and system drawings, the Contractor shall prepare written procedures and a schedule for accomplishment of the PM tasks. PM documents shall be written at the journeyman craftsman level. They shall be numbered and organized such that they are either standalone or to be performed with other procedures for efficient scheduling or required sequence. The Contractor shall incorporate a list of tools, instruments, and materials necessary to perform the required tasks in each procedure. The procedures shall reference the Governing Documents to the extent possible/necessary to ensure proper adherence to required/mandated codes and standards, and environmental regulations. The plan shall include sample forms to be used to document information necessary to meet the applicable Department of Transportation Standard.

The Contractor shall develop and maintain an integrated task list and schedule for system PM.

Governing Documents: The Contractor shall develop and maintain a list of codes, standards, and/or regulations applicable to the operations procedures, citing titles and effective dates.

10.3.2 Corrective Maintenance/Repair (CM): Corrective maintenance is defined as periodic work required to correct a malfunction or replace a failed system component or plant unit. It may also include replacement of failed parts or minor rework/overhauls of a unit of plant equipment to restore it to operating condition. Utilizing the System Inventory developed in DID P001 (for equipment quantities and age), industry statistical experience, and industry component longevity data, the Contractor shall develop and maintain predictive damage and premature failure rate models for the components of the system. From the predictive models, manufacturers' literature, and system drawings, the Contractor shall prepare procedural documents. The Contractor shall prepare staffing, material, and equipment estimated requirements for accomplishment of the CM tasks. CM documents shall be written at the journeyman craftsman level. They shall be numbered and organized such that they are either standalone or to be performed with other procedures for required sequence. The Contractor shall incorporate a list of tools, instruments, and materials necessary to perform the required tasks in each procedure. The procedures shall reference the Governing Documents to the extent possible/necessary to ensure proper adherence to required/mandated codes and standards, and environmental regulations.

The Contractor shall develop a predictive schedule for system CM (so that it can be integrated in the overall OMP schedule).

Governing Documents: The Contractor shall develop and maintain a list of codes, standards, and/or regulations applicable to the operations procedures, citing titles and effective dates.

10.4 Submittals:

Format. All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. The products resulting from this DID shall be submitted in one volume. The information volume(s) will be provided in three ring binder(s), on 8 1/2" x 11" sheets (except that schedules may be provided on fold-out 11" x 17" sheets), with an index and separate sections for the following:

Operations and Maintenance Plan (OMP)  
P003

10. PREPARATION INSTRUCTIONS – 10.4 Submittals (continued)

- OMP Integrated Schedule;
- Operations Plan Key Information – MEL, written procedures, schedule, staffing determination, list of tools, instruments, and materials, Governing Documents List.
- Preventive Maintenance Plan Key Information – MEL, written procedures, schedule, staffing determination, list of tools, instruments, and materials, Governing Documents List.
- Corrective Maintenance Plan Key Information – MEL, written procedures, schedule, staffing determination, list of tools, instruments, and materials, Governing Documents List.

10.5 Additionally, the offeror shall describe how major disaster recovery (major line breaks other such emergencies) will be accomplished as it relates to who will be responsible and whether it will be performed with in-house staff or subcontracted personnel. Priority of repairs is to medical, command and control, heating facilities, and others. Drawings and related database information including the inventory shall be documented through a relational database in ArcView with drawings also provided in AutoCAD.

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1. TITLE <b>COST PROPOSALS</b>			2. IDENTIFICATION NUMBER <b>P004</b>	
3. DESCRIPTION/PURPOSE  The purpose of this Data Item Description (DID) is to provide the requirements of cost proposals required when contract modifications are necessary.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP  This Data Item Description (DID) contains the content and requirements for cost proposals to the Government during the term of the contract.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS  10.1 The cost proposal shall include a price for the work. A cost estimate shall be provided that is detailed appropriate to the level of action requested. The cost estimate shall be the estimate used to arrive at the price and shall include a material take-off with labor and equipment required to perform the work. They shall contain the details of the methodology used to arrive at the proposed costs and the unit cost data used to formulate the cost proposal components.  10.2 Mark-ups and/or margins shall be clearly stated and a description provided to detail the costs included in each mark-up. The Government does not expect to pay directly for items normally considered overhead if overhead costs are sufficiently large to cover the cost of those items. Taxes and franchise fees, if applicable, shall flow straight through to the Government without any sort of mark-up designed to benefit or compensate the Contractor.  10.3 If the proposal does not contain sufficient detail for the Contracting Officer to determine if the price is reasonable, the Contractor shall revise and re-submit the proposal.  10.4 All assumptions shall be clearly stated.  10.5 All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. All maps and drawings shall be submitted in ArcView and AutoCAD in a version compatible with USMA's software.				
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<b>1. TITLE</b>  <b>ANNUAL BUDGET AND EXPENDITURE REPORT</b>			<b>2. IDENTIFICATION NUMBER</b>  <b>P005</b>	
<b>3. DESCRIPTION/PURPOSE</b>  The annual budget shall include all costs (renewal/upgrade, O&M, overhead, profit, and other) to be incurred by the Government for the next fiscal year and the following six fiscal years. In addition, an expense report detailing the costs incurred over the past year shall be included. The budget and expenditure report will assist in the Government's planning, budgeting, and negotiating efforts.				
<b>4. APPROVAL DATE</b> (YYMMDD)	<b>5. OFFICE OF PRIMARY RESPONSIBILITY</b>	<b>6a. DTIC APPLICABLE</b>		<b>6b. GIDEP APPLICABLE</b>
<b>7. APPLICATION/INTERRELATIONSHIP</b>  This Data Item Description (DID) contains the content and requirements for the annual budget to the Government during the term of the contract.				
<b>8. APPROVAL LIMITATION</b>		<b>9a. APPLICABLE FORMS</b>		<b>9b. AMSC NUMBER</b>
<b>10. PREPARATION INSTRUCTIONS</b>  10.1 A budget for all annual costs will be submitted in partial fulfillment of the annual service plan requirement. The annual budget shall include all costs plus mark-ups (renewal/upgrade, O&M, overhead, profit, and other) to be incurred by the Contractor for the next 7 fiscal years. In addition, an expense report detailing the work performed and the costs plus overhead and profit incurred by the contractor over the past year shall be included. The Government requires costs to be sufficiently delineated and described so that the Government may easily understand the costs being budgeted and the justification of those costs.  10.2 The annual budget and expenditure report shall conform to the same level of detail and format as the Contractor's cost proposal to allow comparison of proposal, budgets, and expenditures.(Ref. DID P004).  10.3 The annual budget and expenditure report shall reference the system inventory and valuation (Ref. DID P001) for illustrating the recovery of capital investment. The cost proposal shall reference the O&M plan (Ref. DID P003) and correlate specific tasks and frequency of tasks with costs.  10.4 All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software.  10.5 Drawings and related database information including the inventory shall be documented through a relational data base in ArcView with drawings also provided in AutoCAD  10.6 ANNUAL BUDGET AND EXPENDITURE REPORT will be submitted no later than 1 Feb.				
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<b>1. TITLE</b>  <div style="text-align: center; font-weight: bold;">SERVICE INTERRUPTION/CONTINGENCY PLAN</div>		<b>2. IDENTIFICATION NUMBER</b>  <div style="text-align: center; font-weight: bold;">P006</div>	
<b>3. DESCRIPTION/PURPOSE</b>  The purpose of this Data Item Description (DID) is to describe the requirements of the Contractor's service interruption/contingency plan.			
<b>4. APPROVAL DATE</b> <small>(YYMMDD)</small>	<b>5. OFFICE OF PRIMARY RESPONSIBILITY</b>	<b>6a. DTIC APPLICABLE</b>	<b>6b. GIDEP APPLICABLE</b>
<b>7. APPLICATION/INTERRELATIONSHIP</b>  This Data Item Description (DID) contains the minimal requirements for the Contractor's emergency operations plan. This plan shall be developed with the intention to document all aspects of the Contractor's response to emergency conditions including, but not limited to, system failures due to acts of God, breakdown or demand spikes.			
<b>8. APPROVAL LIMITATION</b>	<b>9a. APPLICABLE FORMS</b>	<b>9b. AMSC NUMBER</b>	
<b>10. PREPARATION INSTRUCTIONS</b>  10.1 Based on the information contained in the Inventory Systems Assessment and the Operations and Maintenance Plan, an emergency operations plan shall be developed. This plan shall be comply with 49 CFR 192.615, 16NYCRR Part 255, and the Guidance Manual for Operators of Small Natural Gas Systems. This plan shall be submitted in a separate binder and shall include, but not be limited to, the following: <ul style="list-style-type: none"> <li>Based on the Inventory and the Operations and Maintenance Plan, identify all critical systems.</li> <li>For the systems or areas defined above, provide a listing of all equipment and supplies that will be required to handle the emergency event. Include a listing of supplies and equipment that will be stored at or near the facility. If the equipment or supplies are not readily available, address how they will be procured.</li> <li>Provide an Emergency Resource Personnel Chart showing the number of persons available for use and their disciplines (clerical, engineering, customer service, etc).</li> <li>Identify the steps that will be taken in the event of an emergency, from discovery to containment. This shall include, but not be limited to, how emergency events will be reported and to whom, identification of personnel who will be responding first as well as their responsibilities, proposed response times and all steps that will be taken to protect other property and/or personnel from being impacted. In the event of a major disaster, identify the service restoration priorities (which systems will be restored first, second, Third, etc.).</li> <li>Identify the corporate point of contact and their role in resolving emergencies, enacting preparedness training exercises and documenting how emergencies were handled. This shall lead to development of reports assessing the readiness of their forces as well as identifying areas for improvement.</li> <li>Describe any obligations to any surrounding utility services and how these obligations will be satisfied.</li> <li>Any other information that may be pertinent to the success of the project.</li> </ul> 10.2 All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. The emergency operations plan shall be updated and revised annually and submitted to the Government to reflect any changes and/or improvements discovered during the previous year's implementation of work.			
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1. TITLE <b>REQUEST FOR ACTION (RFA)</b>			2. IDENTIFICATION NUMBER <b>P007</b>	
3. DESCRIPTION/PURPOSE  To provide a detailed request for action (RFA).				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP  This Data Item Description (DID) describes the details required for a request for action (RFA). The RFA precedes the construction work plan (DID P008) and cost estimate (detailed) (DID P004).				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS  10.1 Nature of Requested Action: The Request For Action (RFA) shall be developed for any work or additional services that require a contract modification. The RFA shall include an evaluation of the type work/service required, a work plan scope of work and an estimated (budget) cost.  10.2 Impact of Requested Action a. Current Impact: The RFA shall include a discussion of the situation as it currently exists. Include maintenance trends (if applicable), health and safety concerns, etc., as required to accurately depict the current situation.  b. Long Term Impact: Include a discussion of the overall benefit(s) to the system/facility that are directly related to performing the proposed action. Include any energy savings, productivity enhancements, increased system efficiency, reduced maintenance requirements or any other benefit to be gained.  c. Result of Not Taking Action: Provide a discussion of the results of not taking the proposed action. Include any impacts to facility/system operation, predicted cost growth or any other pertinent issue that would be a definite negative result of not performing the proposed action.  10.3 Schedule for Taking Action Request for Action shall include a schedule, which indicates all required activities to be performed. If for construction, the schedule shall include any required mobilization time as well as identifying any long lead time items, acquisition of permits, required outages, testing, as-built drawing, mapping, and all inspections.  10.4 Cost of Taking Action: Request for Action shall include a detailed estimate of all costs associated with performing the work described therein in accordance with DID P004. This estimate shall include all labor, material, equipment, and any other elements required to complete the task. Any subcontracted work shall be included. Show all over-head, profit and other applicable fees on both owner and/or subcontracted work. Cost estimate shall be separated from the other elements of the RFA.				
11. DISTRIBUTION STATEMENT				

Request for Action (RFA)  
P007

10. PREPARATION INSTRUCTIONS – (continued)

10.5 The request for action shall be evaluated by the Government for technical completeness and work plan cost reasonableness. Negotiations for the work plan cost will take place, if necessary. RFA's that are incomplete will be returned and re-submission will be required.

10.6 If the work is minor and/or it is possible to estimate the cost of the actual work without development of a work plan the Contractor may request that the work plan be bypassed and an immediate action be taken to modify the contract. In this case, the request for action will include all the data above to the level of detail necessary and the cost of the work broken down to a level that the Government can determine its reasonableness.

10.7 All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. All maps and drawings shall be submitted in ArcView and AutoCAD in a version compatible with USMA's software.

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<b>1. TITLE</b>  <div style="text-align: center; font-weight: bold;">WORK PLAN, CONSTRUCTION</div>			<b>2. IDENTIFICATION NUMBER</b>  <div style="text-align: center; font-weight: bold;">P008</div>	
<b>3. DESCRIPTION/PURPOSE</b>  The purpose of this Data Item Description (DID) is to provide requirements for developing a work plan.				
<b>4. APPROVAL DATE</b> <small>(YYMMDD)</small>	<b>5. OFFICE OF PRIMARY RESPONSIBILITY</b>	<b>6a. DTIC APPLICABLE</b>	<b>6b. GIDEP APPLICABLE</b>	
<b>7. APPLICATION/INTERRELATIONSHIP</b>  This Data Item Description (DID) describes the details required in a work plan.				
<b>8. APPROVAL LIMITATION</b>		<b>9a. APPLICABLE FORMS</b>	<b>9b. AMSC NUMBER</b>	
<b>10. PREPARATION INSTRUCTIONS</b> The work plan shall be in accordance with DID unless otherwise directed by the Contracting Officer.  <b>10.1 Cost.</b> The Contractor shall prepare a cost proposal for a work plan in accordance with DID P004, Cost Proposals, and submit it to the Government for approval. Following negotiation and approval of the work plan preparation final cost proposal, the Contractor shall prepare and submit a work plan to the Contracting Officer for review and approval.  <b>10.2 Work Plan Preparation</b>  <b>10.2.1 Preliminary Work Plan.</b> The Contractor shall prepare preliminary drawings, sketches, schedules, cost proposals, etc., as required and forward these to the Contracting Officer.  <b>10.2.2 Upon approval of the preliminary work plan;</b> the Contractor shall complete the work plan package in such detail as required to tie together the plan drawings, standard details, and installation requirements into a comprehensive package that defines the system improvement, repair, or renewal action. This work plan shall provide the detail that allows the Government to conduct an engineering review and perform a detailed independent cost estimate.  <b>10.2.3 Work Plan Submittal.</b> Each work plan submittal shall be submitted in a three ring binder(s) and be assembled in such a way to allow the Government to conduct a thorough engineering review as well as perform a detailed cost estimate. The material presented in each binder shall be presented in the order defined below. All submittals required under this DID will be itemized on an Engineering Form 4025. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. Electronic copies of drawings shall be submitted in AutoCAD. The work plan submittal shall include individual sections for each of the topics defined below. Each of the sections shall be separated with labeled section tabs.  <div style="margin-left: 40px;"> <b>a. Table of Contents</b>   <b>b. Scope of Work.</b> If the Contracting Officer requested the work plan be developed, a complete copy of the request for proposal shall be included.         </div>				
<b>11. DISTRIBUTION STATEMENT</b>				

Work Plan, Construction  
P008

10. PREPARATION INSTRUCTIONS – 10.2.3 Work Plan Submittal (continued)

- c. Request for Action Report. A copy of the request for action shall be included. See DID P007 for request for action requirements.
- d. Include any asbestos/lead-based paint abatement plans required.
- e. Study Results. Include a general synopsis of each study performed (i.e., site survey report, leak survey, cathodic protection surveys, etc.). The synopsis shall define each of the alternatives evaluated as well as the approved results.
- f. Work Plan Description. The description shall include detailed discussions of the work to be performed including descriptions of the work items to be removed and/or installed, all assumptions, a list of specific codes and standards to which the action will adhere, and all conclusions and recommendations, as well as a list of major equipment and/or personnel from the Contractor's office which shall be used on the site. The narrative shall be accompanied by all calculations, load or sizing, software input and output sheets, system alternative considerations, equipment supplier selection data, and other material utilized in arriving at the action recommended. Where required, structural and load bearing calculations performed by a registered professional engineer shall be utilized where applicable and submitted with this narration.
- g. Method of Work. The work plan shall include, with accompanying description, a schedule of how the work is to be accomplished; in-house, subContractor, or manufacturer installed. Each Contractor or manufacturer's representative to be used to perform the work shall be listed and described. The list shall also include a brief narrative of the responsibilities and duties of each Contractor and/or factory representative. Provide rationale for why the work is to be performed by the entity proposed (i.e., cost effective, quality, schedule).
- h. Material Specifications. The Contractor shall submit a bill of materials for the materials he proposes to utilize in construction of projects. The bill of material shall be correlated to the Contractor's standard (engineered) details of construction and list the standards (specific standard number or alpha-numeric designation) to which each component adheres (NEMA, UL, ANSI, etc.). The Contractor may provide multiple sets (6) of a master component list and set of distribution standard details to the Contracting Officer's Representative for use in review and approval of work plans, as long as the work plan references clearly correlate to the master component list and set of distribution standard details, and the Contractor updates the COR copies whenever he makes changes to his master sets. When using non-standard materials or non-standard configurations, the Contractor shall provide the required information with the work plan.
- i. Drawing/Sketches. The Contractor shall submit plan drawings to show the location and relationship of all equipment and material relative to roads, structures, and other physical attributes at the proposed location. Placement of poles, duct bank, manholes, and pad-mounted equipment shall be referenced to the Government project construction coordinate system or GPS coordinates, whichever is more appropriate. The drawings shall provide clear references to material/equipment schedules and details. Single line drawings shall be submitted when necessary to justify system modifications remote to the project location or show the limits of a proposed outage for construction. When extensive demolition is necessary to accommodate construction of facilities, a phased demolition plan shall be prepared which designates items, equipment, systems, etc., to be removed and indicates the disposition on all removed material, equipment, and debris.
- j. Project Schedule. The project schedule shall define the time line of all major activities required to implement the action for the project. Phasing of the action shall be based upon the coordination and approval of facility personnel. The Contractor shall document the phasing required for the entire action. The project schedule shall define all system shutdown and re-activation dates. Also, the Contractor shall define the use of any temporary equipment necessary to perform equipment shutdowns. The project schedule shall be presented utilizing Microsoft Project of a version compatible with USMA software.

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10. PREPARATION INSTRUCTIONS – 10.2.3 Work Plan Submittal (continued)

k. Installation Alternatives. The Contractor may document any recommended installation alternatives, potential areas of cost reduction, and any recommended changes to the scope of work if the alternatives are documented to be economically feasible. The Contractor shall present economical justification for each installation alternative. The Contractor shall present enough information (manufacturer's data and/or drawings/sketches) to properly define each alternative as well as the advantages and disadvantages of each alternative.

l. Final Cost Proposals. Final cost proposals for completion of the action (implementation of the work plan) as well as for the remaining contract elements listed as attachments to DID P004 shall be prepared and submitted under separate cover.

m. Review Comments. All review comments submitted to the Contractor on the work plan shall be resolved in writing to the satisfaction of the Contracting Officer. The back-check final submittal of the major work plan shall include a copy of all the review comments submitted to the Contractor regarding the final submittal of the work plan. Where the work plan is accepted without a back-check, written responses to review comments shall be provided to the Contracting Officer.

10.2.4 Work Plan Review Meeting. Where specified by the contract or requested by the Contracting Officer, the Contractor shall attend a work plan review meeting following the initial work plan submittal. The review meeting shall be used by the Contractor to resolve any technical comments or issues. The Contracting Officer shall coordinate review meetings.

10.3 All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. All maps and drawings shall be submitted in ArcView and AutoCAD in a version compatible with USMA's software.

<b>DATA ITEM DESCRIPTION</b>			Form Approved OMB NO. 0704-0188	
Public reporting burden for collection of this information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate of Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.				
<b>1. TITLE</b> <b>PERFORMANCE, MEASUREMENT, AND VERIFICATION PLAN</b>			<b>2. IDENTIFICATION NUMBER</b> <b>P009</b>	
<b>3. DESCRIPTION/PURPOSE</b>  The goal of the Contractor's management practices, system design philosophies, and system operation and management procedures shall be to provide continuous, quality utility service to each service location, 24 hours per day, every day of the year.				
<b>4. APPROVAL DATE</b> (YYMMDD)	<b>5. OFFICE OF PRIMARY RESPONSIBILITY</b>	<b>6a. DTIC APPLICABLE</b>	<b>6b. GIDEP APPLICABLE</b>	
<b>7. APPLICATION/INTERRELATIONSHIP</b>  This Data Item Description (DID) contains the content and requirements for performance, measurement, and verification plan.				
<b>8. APPROVAL LIMITATION</b>		<b>9a. APPLICABLE FORMS</b>	<b>9b. AMSC NUMBER</b>	
<b>10. PREPARATION INSTRUCTIONS</b>  10.1 The Contractor will develop performance measures for each system similar to the following: 1) Customer complaints received by the Public Works Service Order Desk; 2) Service response; 3) Service unavailability; and 4) System quality.  10.2 Goals and Strategies: The Contractor will develop specific goals and strategies to meet those goals for each of its performance measures. This effort may include research of comparable systems. The Contractor may propose additional or alternate performance metrics, provided that such changes are substantiated to indicate that the proposed metrics are industry standard or more appropriate to the specific utility.  10.3 The Contractor and Government Administrative Contracting Officer will negotiate and establish goals ten days prior to assuming the contract responsibilities. The agreed-upon goals will become the marks against which performance will be measured for the next Performance Year (see definition below). The performance goals shall be examined annually and revised as required to satisfy USMA's mission readiness requirements.  10.4 The Contractor shall submit annual performance reports. Each report shall provide data and narrative for actual performance, documenting all occurrences where actual performance deviates from the agreed-upon goals.  10.5 The Contractor may be financially penalized for extended outages within its control. Service unavailability must be measured to include the cause and duration of each outage.  10.6 Definitions.  10.6.2 Performance year. Performance year is the Government fiscal year (October 1 through September 30)				
<b>11. DISTRIBUTION STATEMENT</b>				

10. PREPARATION INSTRUCTIONS – 10.6 Definitions (continued)

10.6.3 Customer. A customer is defined as a user of a utility service at a point of service or premises that would commonly be metered in private industry.

10.7. Measures.

10.7.1 Customer Complaints. This measure will assess the rate of customer on a Performance Year basis. For the purpose of this contract customer complaints are contacts to the Public Works Service Order Desk by customers for unresolved service issues. Unresolved service issues can include such things as repetitive service disruptions, poor response time, and property damage. The number of customer complaints will be obtained from the Public Works Service Order Desk.

10.7.2 Service Response. This measure will assess the Contractor's service response on a Performance Year basis. Service Response is the period of time that begins at the time that the Contractor receives a call from USMA's Public Works Service Order Desk and ends when the Contractor's employees arrive at the customer's premises to effect repairs. Data presented shall include average response time for both duty and non-duty hours.

10.7.3 Service Unavailability. This service quality measure will assess the duration, cause, and frequency of system service interruption that customers experience on a Performance Year basis. The Contractor(s) will propose methods for reporting service unavailability.

10.7.4 System Quality. This measure will assess the performance in providing required system performance parameters necessary to provide safe, adequate, and dependable service. System parameters (flow, pressure, capacity, etc.) required to be monitored and/or recorded shall be summarized, with deviations from acceptable values noted. The location for each deviation will be listed, with time, date, and system conditions noted.

10.8 All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. All maps and drawings shall be submitted in ArcView and AutoCAD in a version compatible with USMA's software.

<b>DATA ITEM DESCRIPTION</b>			Form Approved OMB NO.0704-0188	
Public reporting burden for collection of this information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate of Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.				
1. TITLE <b>ENVIRONMENTAL BASELINE SURVEY</b>			2. IDENTIFICATION NUMBER <b>P010</b>	
3. DESCRIPTION/PURPOSE  If an environmental baseline survey is necessary during the term of the contract, the Contractor will perform an environmental baseline survey to determine potential liabilities associated with the environmental condition of the proposed property transactions.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP  This Data Item Description (DID) contains the content and requirements for the environmental baseline survey (EBS) and additional environmental information for the Government. Collectively these are the environmental considerations (EC).				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS  10.1 Performance. The environmental baseline survey (EBS) shall be in accordance with AR 200-1, "Environmental Protection and Enhancement." ASTM Phase I environmental assessment standards shall also be used (E 1527 is the ASTM Standard Practice for Environmental Site Assessments (ESAs): Phase I ESAs). The Army real property proposed for transfer shall be classified according to standard classifications of environmental condition of property such as ASTM Standard D 5746-98 and the Community Environmental Response and Facilitation Act categories (CEFRA).  a. Summarize the scope of investigation, the property background research, and the environmental investigative work; b. Evaluate the environmental conditions; c. Characterize the risks associated with the property transactions; d. Reduce uncertainty regarding recognized environmental conditions; e. Ensure that appropriate studies are completed in conjunction with the preparation of the EC so that the final EBS results in the properties proposed for transfer are categorized suitable to transfer; and f. Minimum environmental considerations for the EBS. (1) Asset information (2) Physical description (3) Historical use of the site (4) Historical records and regulatory file research (5) Site hydrology and geology (6) Site reconnaissance i. Photographic record ii. Property use iii. Interviews iv. Underground and above ground storage tanks v. Chemicals and hazardous substances				
11. DISTRIBUTION STATEMENT				



Environmental Baseline Survey  
P010

10. PREPARATION INSTRUCTIONS – 10.1 Performance (continued)

- i. PCBs
- ii. Transformers
- iii. Radon
- iv. Asbestos
- v. Lead
- (1) Review of special resources
  - i. Land use
  - ii. Wetlands
  - iii. 100 year flood zone
  - iv. Coastal zone
  - v. Threatened/endangered species
  - vi. Archaeological/historical

10.2 Survey Presentation Format. The EBS report shall include photographs of each site and shall reference the data that has been collected in the area as a result of environmental investigations and remedial actions. It shall be written as an engineering document, be well organized, and provide evaluations, conclusions, and recommendations. All applicable data collected as part of the field effort shall be validated and certified. The Contractor shall provide two complete copies of the EBS report. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. The information volume(s) will be provided in three ring binder(s), on 8 1/2" x 11" sheets, with separate sections for the survey index, survey narrative, findings, permit data, and system maps, as applicable. The report narrative section shall include a description of the survey performance and methodology, key environmental issues, and survey results. Data shall be presented such that it can easily be correlated to the maps. Supporting maps shall be provided in full size, folded to 8 1/2" x 11" size, and placed in the binder(s). An electronic copy of all maps and drawings shall be submitted in ArcView and AutoCAD in a version compatible with USMA's software.

The U.S. Government reserves the right to ask for resubmission of EBS reports to incorporate corrections of errors and/or omissions by the consultant that are identified by the Army. The reports will not be finalized until such time as a letter certifying approval from the Government Contracting Officer is provided. All of the sections described below must be included in the report, in the format as shown. If no information was encountered for a specific issue, it must be noted in the appropriate section. It cannot be deleted from the report.

**The report will be called:** "*Installation Name*" ENVIRONMENTAL BASELINE SURVEY

**TRANSMITTAL LETTER**

Bound in report as first page or immediately following title page. Include signatures of primary author(s) and reviewer(s). Do not include any conclusions or recommendations.

**EXECUTIVE SUMMARY**

Include a brief description of the current and former site use(s), and areas of environmental concern (i.e. USTs, ASTs, HM storage areas, septic systems, drywells, natural resources, cultural resources, asbestos, lead, etc.)

**TABLE OF CONTENTS**

**1.0 INTRODUCTION**

The introduction must state the name, address and facility ID of the property, the date of the site inspection, the report author(s), and the U.S. Army Requesting Officer.

**2.0 SUMMARY OF PREVIOUS ENVIRONMENTAL SITE ASSESSMENTS**

If previous reports pertaining to the subject property are in the possession of the consultant or are provided to the consultant by a third party, the information contained in these reports shall be summarized. Include discussion of any asbestos or lead paint surveys previously conducted for on-site buildings.

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## 10. PREPARATION INSTRUCTIONS – 10.2 Survey Presentation Format (continued)

## 3.0 ASSET INFORMATION

Provide general information on the subject property to include: the property address, point of contact/site owner for the subject property, date of ownership, zoning/land use, county, USGS Quadrangle, Latitude and Longitude, and a legal description of the subject property.

## 4.0 SITE LOCATION AND PHYSICAL DESCRIPTION

Provide a physical description of the subject property and adjacent properties. This description shall include a narrative description, site location maps, land and building areas, and building descriptions. Additionally, provide a color-coded identifying the property classifications (**CERFA Property Categories**) if there are multiple classifications

## 5.0 CURRENT AREA CHARACTERISTICS

Based upon regulatory and municipal record research in accordance with ASTM Standards, and area observations, the EBS report must address/describe the following:

## 5.1 Adjacent Properties

5.1.1 Names and addresses of all properties that abut the subject property. If the property is abutted by a railroad, street or other right-of-way, identify the property on the immediately opposite side of the feature.

5.1.2 Current uses of/operations on properties that abut the subject property.

## 5.2 Properties Within 1 mile

- The consultant shall report the results of agency research, as described in Section 10.1. (6). D., relative to the subject property. If no information for the subject property is encountered, the report must state such.
- The presence of any "high risk" properties within 1 mile of the subject property as determined by municipal research and area reconnaissance. (See ASTM E 1528 Transaction Screen Questions 21 and 22 for definition of "high risk" properties.)
- The distance, direction and hydrologic relation to the site shall also be provided.
- For those sites where a large number of high-risk properties are present, a summary table may be utilized. Additionally, for investigations where a large number of area properties have USTs, a UST Summary Table may also be utilized.

## 5.3 SITE HYDROLOGY AND GEOLOGY

The following must be discussed in this section:

5.3.1 Surface Water Characteristics:

5.3.2 Ground Water Characteristics:

## 6.0 SITE HISTORY

Based on municipal research (e.g. Assessors Office, Clerks Office, Building Department, Planning Department, Fire Marshal, Health Department, Town Historian), a review of historical city directories/atlas, a review of Sanborn Insurance maps, & a review of aerial photographs, the EBS report shall address/describe the following:

- Former owners of the subject property.
- Past uses of/operations on the subject property back to the property's obvious first developed use or back to 1940, whichever is earlier.
- Types/amounts of hazardous materials used, stored, or disposed of at the subject property.
- If USTs were formerly located at the property, document the removal and/or decommissioning activities.
- Any gaps in the historical record shall be noted and explained.
- Whether or not any water supply wells and/or septic systems were formerly present on the subject property.

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## 10. PREPARATION INSTRUCTIONS – 10.2 Survey Presentation Format (continued)

## 7.0 SITE REGULATORY INFORMATION

## 8.0 ENVIRONMENTAL MANAGEMENT ISSUES

- 8.1 Underground/Aboveground Storage Tanks
- 8.2 Chemicals/Hazardous Substances
- 8.3 Landfills
- 8.4 Pits, Sumps, Drywalls, and Catch Basins
- 8.5 Polychlorinated Biphenyls (PCBs)
- 8.6 Radon
- 8.7 Asbestos-Containing Material
- 8.8 Lead

## 9.0 REVIEW OF SPECIAL RESOURCES

This section must include, but is not limited to, the following sections:

- 9.1 Land Use
- 9.2 Wetlands
- 9.3 100 Year Flood Zone
- 9.4 Coastal Zone
- 9.5 Threatened/Endangered Species (summarize available information).
- 9.6 Archaeological/Historic Sites (summarize available information).

## 10.0 CONCLUSIONS

The consultant shall present a summary of the factual findings of the assessment only, which will conclude with an environmental categorization of the property as defined by the CERFA property categories 1-6.

## 10.1 CERCLA Certifications

A CERCLA certifications section will be included. This section shall include:

**All certifications required by CERCLA:**

If it is determined that no hazardous substance activity occurred on the property, the report must include the following statement-

"The Army has determined, in accordance with regulations issued by the U.S. Environmental Protection Agency at 40 CFR Part 373, that there is no evidence to indicate that hazardous substance activity took place on the property based on a complete search of agency files."

**\*\*Note:** Hazardous substance activity is defined as the known release or disposal of any hazardous substance or the storage (for one year or more) of an acutely hazardous waste (as listed in 40 CFR 261.30) in quantities of one kilogram (kg) or more; or any hazardous substance in quantities greater than or equal to 1,000 kgs or the hazardous substance's reportable quantity found in 40 CFR 302.4, whichever is greater.\*\*

If there was activity involving hazardous substances the following must be included-

The information included in this notice is required under the authority of regulations promulgated under section 120(h) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or "Superfund") 42 U.S.C. Section 9620(h).

The Army advises that the list provided as attachment to this DID (*list will be provided by the Government*) includes the list of items likely stored or known to be released or disposed of on the property along with a description of the remedial action taken. All remedial action necessary to protect human health and the environment with respect to the hazardous substance activity has been taken. Any additional remedial action found to be necessary shall be conducted by the United States. In the event remedial action is found to be necessary after the date of transfer, the United States shall have access to the property for such remedial purposes.

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## 10. PREPARATION INSTRUCTIONS – 10.2 Survey Presentation Format (continued)

Beneath the CERCLA certifications, will be a statement which indicates who prepared the document and that they believe the information to be an accurate depiction of the environmental conditions at the subject property. A signature will be required with the name/title/rank of the document "preparer."

## 10.2 Additional Assurances

There will be additional assurances provided below the CERCLA certifications in the following instances:

1. If there are USTs on-site, there must be an assurance stating that the USTs are in compliance and that the Army will continue to maintain them in compliance with applicable laws as long as the property is owned by the Army.
2. If there are PCB transformers on-site, there must be an assurance that the equipment is in compliance and that the Army will continue to maintain it in compliance with applicable regulations as long as the property is owned by the Army.
3. If there is PCB equipment on-site, there must be an assurance that the equipment is in compliance and that the Army will continue to maintain it in compliance with applicable regulations as long as the property is owned by the Army.

Beneath the additional assurances section, will be the following statement: "The Army has reviewed the findings reported in this EBS and accept this information to be an accurate depiction of the conditions at the subject property." A signature with name/title/rank or grade from the responsible Army representative will be required

\*\*If no additional assurances are required, this statement and signature will be placed below the statement and signature required by the "preparer" in Section 10.1.

10.3 Submittal Schedule. All submittals required under this DID will be itemized on an Engineering Form 4025 attached. A draft EBS shall be provided in accordance with an approved schedule. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. All maps and drawings shall be submitted in ArcView and AutoCAD in a version compatible with USMA's software.



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1. TITLE <b>ENVIRONMENTAL ASSESSMENT</b>			2. IDENTIFICATION NUMBER <b>P011</b>	
3. DESCRIPTION/PURPOSE  If an environmental assessment is necessary during the term of the contract, the Contractor will perform an environmental assessment to determine the extent of environmental impacts of the project and to decide whether or not those impacts are significant.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP  This Data Item Description (DID) contains the content and requirements for the environmental assessment for the Government.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS  10.1 Performance. The environmental assessment (EA) shall be in accordance with AR 200-2, "Environmental Effects of Army Actions," and shall include a brief discussion of: (1) Purpose and need for the proposed action. (2) Description of the proposed action. (3) The alternatives considered (always including the "no action" alternative. (4) Affected environmental (baseline conditions). (5) Environmental consequences of the proposed action and the alternatives. (6) Listing of agencies and persons consulted. (7) The conclusion, or finding, on whether the environmental impacts are significant. If the findings are that there are no significant impacts, a FNSI will be published. If the finding is that impacts are potentially significant, the EA shall state that a NOI will be published leading to preparation of an EIS.  10.2 Study Presentation Format. The Contractor shall provide two complete copies of the EA. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. The information volume(s) will be provided in three ring binder(s), on 8-1/2" x 11" sheets, with separate sections for the study index, study narrative, findings, permit data, and system maps, as applicable. The report narrative section shall include a description of the study performance and methodology, key environmental issues, and study results. Data shall be presented such that it can easily be correlated to the maps. Supporting maps shall be provided in full size, folded to 8-1/2" x 11" size, and placed in the binder(s). A copy of all maps and drawings shall be submitted in ArcView and AutoCAD in a version compatible with USMA's software.  10.3 Submittal Schedule. All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. All maps and drawings shall be submitted in ArcView and AutoCAD in a version compatible with USMA's software. A draft EA shall be in accordance with a Contracting Officer approved schedule.				
11. DISTRIBUTION STATEMENT				

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<b>1. TITLE</b>  <b>ENVIRONMENTAL IMPACT STATEMENT</b>		<b>2. IDENTIFICATION NUMBER</b>  <b>P012</b>	
<b>3. DESCRIPTION/PURPOSE</b>  If an environmental impact statement is necessary during the term of the contract, the Contractor will perform an environmental impact statement to provide a full and fair discussion of significant environmental impacts of the proposed action.			
<b>4. APPROVAL DATE</b> (YYMMDD)	<b>5. OFFICE OF PRIMARY RESPONSIBILITY</b>	<b>6a. DTIC APPLICABLE</b>	<b>6b. GIDEP APPLICABLE</b>
<b>7. APPLICATION/INTERRELATIONSHIP</b>  This Data Item Description (DID) contains the content and requirements for the environmental impact statement for the Government.			
<b>8. APPROVAL LIMITATION</b>		<b>9a. APPLICABLE FORMS</b>	<b>9b. AMSC NUMBER</b>
<b>10. PREPARATION INSTRUCTIONS</b>  10.1 Performance. The environmental impact statement (EIS) shall be in accordance with AR 200-2, "Environmental Effects of Army Actions." The EIS document shall include: (1) Cover sheet; (2) Summary; (3) Table of contents; (4) Purpose of and need for the action; (5) Alternatives considered, including the proposed action; (6) Affected environment (baseline conditions); (7) Environmental and socioeconomic consequences; (8) List of preparers; (9) Distribution list; (10) Index; and (11) Appendices (if any). The Contractor shall also prepare a Notice of Intent (NOI) in accordance with AR 200-2, if required.  10.2 Document Format. All submittals required under this DID will be itemized on an Engineering Form 4025 attached. The Contractor shall provide two complete copies of each document. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. The information volume(s) will be provided in three ring binder(s), on 8 1/2" x 11" sheets, with separate sections for the study index, study narrative, findings, permit data, and system maps, as applicable. The report narrative section shall include a description of the study performance and methodology, key environmental issues, and study results. Data shall be presented such that it can easily be correlated to the maps. Supporting maps shall be provided in full size, folded to 8 1/2" x 11" size, and placed in the binder(s).  10.3 All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. All maps and drawings shall be submitted in a full size reproducible hard copy and a single copy submitted in ArcView and AutoCAD in a version compatible with USMA's software.			
<b>11. DISTRIBUTION STATEMENT</b>			

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1. TITLE  <b>MAPPING</b>			2. IDENTIFICATION NUMBER  <b>P013</b>	
3. DESCRIPTION/PURPOSE  The Contractor shall maintain accurate system mapping.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP  This Data Item Description (DID) contains the content and requirements for providing mapping of the utility distribution systems.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS  10.1 Maps shall meet the requirements of 49 CFR 192 and 16NYCRR Part 255. A base set of maps shall be developed, starting with the existing electronic map file provided if possible. The maps shall be updated as necessary to depict the system to its current extent and configuration to include pipe and component location, size, material, age, operating pressure and condition. The maps shall show the location of all system components that are required to be included in the inventory with the component's feature ID shown on the drawings. Map notes shall document pipe or line size and material type.  10.2 All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. All maps and drawings shall be submitted in ArcView and AutoCAD in a version compatible with USMA's software.  10.3 USMA will provide existing maps in electronic media format with thirty (30) days of contract award. Revised and updated maps will be constructed/developed by revising the existing electronic files and shall show planimetric features identifiable on or interpretable from the existing maps, aerial photographs, and from field surveys. Maps shall be drawn to scale equaling those provided as reference. No updates of existing mapping are required for existing errors in geographical features or locations of buildings and roads.  10.4 All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. All maps and drawings shall be submitted in ArcView and AutoCAD in a version compatible with USMA's software. The Contractor shall provide up to date system maps in hard copy and electronic form in draft form during development, when complete and annually thereafter.  10.5 The following information, as a minimum, shall be included on the drawings:  Gas Pipe <ul style="list-style-type: none"> <li>• Contain notes as to size of each segment</li> </ul>				
11. DISTRIBUTION STATEMENT				



10. PREPARATION INSTRUCTIONS – 10.5 (continued)

- Material

Gas Service Lines (Maps the location of the valves, meters, and regulators on the lines serving one building. Service line does not have to be shown on the map unless it is currently shown on the existing drawings).

- Feature ID (of the meter, regulator, service valve set)
- Contain notes as to size of service line (based on size of riser)
- Material (service line material if known)
- Location of service line valve, regulator, and meter if applicable in relation to building served

Mainline or Lateral Line Gas Valves (critical valves only as defined in DID P001)

- Feature ID
- Location and type using symbology

Gas Regulator (District and large customer pressure regulators)

- Feature ID
- Location and type using symbology

Relief Devices (other than rupture disks)

- Feature ID
- Location and type using symbology

Cathodic Protection System Components (rectifiers, test stations, anodes for impressed current systems, zinc or magnesium anodes (if located by interview, aboveground survey, on existing maps or as-builts, or installed by Contractor)

- Feature ID
- Location

Gas Line Markings, relational and to scale

<b>DATA ITEM DESCRIPTION</b>		Form Approved OMB NO. 0704-0188	
Public reporting burden for collection of this information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate of Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.			
<b>1. TITLE</b>  <b>STAFFING PLAN</b>		<b>2. IDENTIFICATION NUMBER</b>  <b>P014</b>	
<b>3. DESCRIPTION/PURPOSE</b>  The purpose of this Data Item Description is to provide a staffing plan for review by the Government to ensure adequate resources will be available to meet the requirements of the Government.			
<b>4. APPROVAL DATE</b> (YYMMDD)	<b>5. OFFICE OF PRIMARY RESPONSIBILITY</b>	<b>6a. DTIC APPLICABLE</b>	<b>6b. GIDEP APPLICABLE</b>
<b>7. APPLICATION/INTERRELATIONSHIP</b>  This Data Item Description (DID) contains the minimal requirements for the Contractor's staffing plan.			
<b>8. APPROVAL LIMITATION</b>		<b>9a. APPLICABLE FORMS</b>	<b>9b. AMSC NUMBER</b>
<b>10. PREPARATION INSTRUCTIONS</b>  10.1 A staffing plan shall be developed based on the requirements of the System Expansion, Upgrade, and Renewal Plan (DID P002), and the Operations and Maintenance Plan (DID P003). This plan shall include, but not be limited to, the following: <ul style="list-style-type: none"> <li>Organizational chart showing the number of persons available and their respective disciplines/positions (clerical, engineering, customer service, etc). Key management personnel, as well as their alternates, shall be identified. Discuss each position, the responsibilities of the person holding the position to include specific duties, and the qualifications (education, specific technical training, work related experience, relevant certifications) of the individual. The Government is particularly interested in the qualifications of on-site supervisors, to include those personnel who will interact with the Government for the purposes of planning and daily coordination.</li> <li>The offeror shall address which team members will perform various tasks and where the personnel and material (inventory) will be located (on-site, off-site, home office, etc.). The offeror shall address how cost will be minimized in all areas while providing a high level of quality service. Particularly address how multiple layers of overhead and profit and oversight costs will be minimized on subcontracted work.</li> <li>For all definable tasks, including non-recurring or temporary work, as identified by the Initial Studies, Systems Upgrade, and Operations and Maintenance Plans, include an outline of required personnel for these tasks. This outline shall show how project, technical, and field-level management would be structured to insure timely and cost effective completion of each task.</li> <li>For critical equipment/systems, include procedures for responding to failures and/or emergencies. Include proposed response times, points of contact, and reporting procedures.</li> <li>Clearly define roles, responsibilities and lines of authority between corporate, technical, field and sub-contractor management levels (if applicable). Identify the person responsible for being the point of contact to the Government and/or the individual facility.</li> <li>Any other information that may be pertinent to the success of the project.</li> </ul>			
<b>11. DISTRIBUTION STATEMENT</b>			

Staffing Plan  
P014

10. PREPARATION INSTRUCTIONS – 10.2 (continued)

10.2 All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. The staffing plan shall be updated and revised annually and submitted to the Government to reflect any changes and/or improvements discovered during the previous year's implementation of work.

<b>DATA ITEM DESCRIPTION</b>		Form Approved OMB NO.0704-0188	
Public reporting burden for collection of this information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate of Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.			
<b>1. TITLE</b>  <b>INITIAL SYSTEM STUDIES</b>		<b>2. IDENTIFICATION NUMBER</b>  <b>P015</b>	
<b>3. DESCRIPTION/PURPOSE</b>  The Government requires that the contractor perform initial system studies/inspections and develop mathematical models to define and characterize the systems condition and identify system deficiencies. The studies will provide a condition assessment to define the system condition in terms of age, functional state, and condition, and verify the current adequacy of the system in terms of capacity, flow, dynamic characteristics (pressure, etc), and system failure protection (line break, etc.). They will be further used to identify the requirements for a seven year plan for system expansions/modifications including (upgrades) necessary to meet the Installation's utility services current needs and future projects.			
<b>4. APPROVAL DATE</b> (YYMMDD)	<b>5. OFFICE OF PRIMARY RESPONSIBILITY</b>	<b>6a. DTIC APPLICABLE</b>	<b>6b. GIDEP APPLICABLE</b>
<b>7. APPLICATION/INTERRELATIONSHIP</b>  This Data Item Description (DID) contains the content and requirements for the Initial System Studies for the Government. This DID relates to the System Expansion, Upgrade, and Renewal Plan DID P002 and System Inventory, Condition Assessment, Deficiency Identification, and Valuation DID P001.			
<b>8. APPROVAL LIMITATION</b>	<b>9a. APPLICABLE FORMS</b>	<b>9b. AMSC NUMBER</b>	
<b>10. PREPARATION INSTRUCTIONS</b>  The inventory database shall be used to document the deficiencies in narrative form of system components (components being other than line or pipe sections such as valve, regulators, meters, etc.).  10.1 Performance. The studies will be based on information provided by the Government and gathered by the contractor. The contractor's proposal may contain additional study efforts beyond the minimums required herein. Daily logs of all field activities shall be maintained and submitted as an appendix to the report. The studies shall include a complete leak survey and cathodic protection system survey. The contractor shall install monitoring equipment and record system pressure at selected critical locations during a representative period of time. The contractor shall visually inspect all above ground utility system components and document the condition and operability. Digital photos of major equipment shall be taken, cataloged by feature ID and submitted as an appendix to the report. The contractor shall research as-built drawings, conduct interviews with Government personnel and other contractors, and inspect the system in order to verify system configuration, materials, age, and condition. The contractor shall compile and evaluate available Government repair and testing records. The contractor shall meet with the State of New York Pipeline Safety to confirm their requirements for bringing the system into compliance with their standards. System maps shall be updated and show line or service size, type (w/location of change in type if any), location (either narrative or drawing). Key valves must be shown including location, type (plug, gate, etc), pressure rating, and size. Catalog cuts of valves in the system should be obtained if available and put on record. If construction records are not available, a representative sample of the system shall be excavated and inspected to determine system condition and configuration and key valves inspected to determine class. Regulator stations, cathodic protection checkpoints, malodorant injection points, and malodorant checkpoints shall be denoted on the maps. Once the system map is updated, a leak survey shall be performed in accordance with 49 CFR 192 and 16NYCRR 255. Any leaks discovered shall be repaired and documented on the system map noting pipe material and reason for the leak. The contractor shall perform requalify the system through a pressure test or "up-rate" procedure in accordance 49 CFR 192, 16NYCRR 255, and as directed by the State office. Procedure requires pressure testing the system up to 1.5 times the proposed operating pressure, holding pressure at least 4 hours prior to leak testing. Perform a leak survey of the pipe and			
<b>11. DISTRIBUTION STATEMENT</b>			

Initial System Studies  
P015

10. PREPARATION INSTRUCTIONS – 10.1 Performance (continued)

repair any leaks found documenting in accordance with 49 CFR 192 and 16 NYCRR 255. Once up-rate is complete, drop system pressure to the operating pressure. Contractor shall inspect valves to determine whether they are steel, test for cathodic protection, if not protected determine the need for additional anodes as appropriate. Inspect risers to the need for cathodic protection. If protection is required recommend the addition of anodes if necessary. Installing cathodic protection on pipe that has a significant amount of corrosion was not recommended even if the pipe is not currently leaking. This is due to the likelihood that the CP system would accelerate failure. Test for installation of tracer wire. Document the need for replacing broken segments. Document the need for addition pipe markers if not currently in place. Document any other needs in order for the pipe to be requalified and confirmed to be in sound condition per the state requirements. The contractor shall conduct a safety and hazard analysis of the system and processes. The contractor shall coordinate with the DHPW technical representative and to ensure that planned future construction is considered so that system capacity deficiencies can be identified. Any pipe or line that is recommended for replacement shall be inspected (excavated if necessary) using a statistically valid sample to confirm its condition unless its replacement is prudent due to a history of failure, leakage, etc. No excavation is required to verify inventory data although system condition assessment may require sample of underground utilities if other less destructive means of assessment are not practical. The contractor shall prepare computer models of system flow. USMA will provide the contractor with a flow model they developed for the contractors use if possible. The contractor shall either update or develop a new system model to the detail necessary to define system parameters for each line segment (mains and taps), for each line size, and for each facility service point. System models shall determine system conditions for normal and/or peak demand/flow conditions (as appropriate to define the most restrictive condition). The contractor shall utilize system maps that have been updated during the system survey to develop model diagrams. The model point designations will reflect the plant system component unique identifiers assigned in the system inventory and mapping so that the system study results can easily be correlated with the system maps and database. All of the studies shall be documented and submitted in report format with appendices as necessary. All flow model input and output electronic files shall be submitted. The studies shall provide input to reports generated under DID P001 related to system condition and deficiencies. Deficiencies identified by the initial system studies shall also be noted in the inventory (DID P001) and on the maps. A report shall be prepared documenting each portion of the study effort. The report shall culminate in an assessment of the system condition and a list of deficient system components shall be generated. The Condition Assessment portion of the report shall present summary of the systems configuration, parameters, and descriptions necessary to characterize the system. Component age and observed condition shall be provided, together with an assessment of the remaining useful life that the contractor uses to predict plant unit replacement. The report shall contain a portion documenting system and system component deficiencies citing specific deficiencies (qualitatively and quantitatively), including proposed solutions. This report shall be referenced and be the basis of the contractors System Expansion, Upgrade, and Renewal Plan.

10.2 Study Presentation Format. All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. All maps and drawings shall be submitted in ArcView and AutoCAD in a version compatible with USMA's software. The information volume(s) will be provided in three ring binder(s), on 8 1/2" x 11" sheets, with separate sections for the study index, study narrative, input data, system parameter results (data), and system maps, digital photos of equipment, and model diagrams. Supporting system maps and system model diagrams shall be provided in full size. The report narrative section shall include a description of the study performance and analysis methodology, key system parameters, and study results. The input data and system parameter results section shall be in tabular form, presented such that the data can easily be correlated to the model diagrams and maps. The system diagrams and maps shall be folded to 8 1/2" x 11" size and placed in the binder(s). Copies of the daily log shall be attached as appendix.

10.3 Submittal Schedule. An initial study for the utility system shall be provided within six months after contract award. The Government will have a period of 30 calendar days to review and comment on the study documents. The Government and the contractor will meet within two weeks of submission of comments to discuss and resolve the comments (if required).

<b>DATA ITEM DESCRIPTION</b>		Form Approved OMB NO.0704-0188	
Public reporting burden for collection of this information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate of Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.			
<b>1. TITLE</b>  <b>OPERATIONAL TRANSITION PLAN</b>		<b>2. IDENTIFICATION NUMBER</b>  <b>P016</b>	
<b>3. DESCRIPTION/PURPOSE</b>  The purpose of this Data Item Description (DID) is to provide a transition plan for review and coordination by the Government to ensure ownership and operations.			
<b>4. APPROVAL DATE</b> (YYMMDD)	<b>5. OFFICE OF PRIMARY RESPONSIBILITY</b>	<b>6a. DTIC APPLICABLE</b>	<b>6b. GIDEP APPLICABLE</b>
<b>7. APPLICATION/INTERRELATIONSHIP</b>  This Data Item Description (DID) contains the minimal requirements for the Contractor's transition plan.			
<b>8. APPROVAL LIMITATION</b>		<b>9a. APPLICABLE FORMS</b>	<b>9b. AMSC NUMBER</b>
<b>10. PREPARATION INSTRUCTIONS</b>  10.1 System Transfer Plans. The offeror shall provide a mobilization and transition plan and schedule for the assumption and transfer of ownership of the utility system. Major tasks and durations shall be identified on a flow chart. The plan shall address all key tasks associated with the transition including but not limited to the ownership transfer, initial system survey and inventory, mobilization and system upgrade construction.  10.2 All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. All maps and drawings shall be submitted in ArcView and AutoCAD in a version compatible with USMA's software.			
<b>11. DISTRIBUTION STATEMENT</b>			

<b>DATA ITEM DESCRIPTION</b>		Form Approved OMB NO.0704-0188	
Public reporting burden for collection of this information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate of Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.			
1. TITLE <b>SAFETY AND HEALTH PLAN</b>		2. IDENTIFICATION NUMBER <b>P017</b>	
3. DESCRIPTION/PURPOSE  This plan details the tasks and activities of site safety management required to identify, evaluate, and mitigate or eliminate hazards to personnel and/or property.			
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP  This Data Item Description (DID) contains the content and requirements for the generic safety and health plan (SHP) required under the contract.			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS  10.1 General. The Site Safety and Health Plan (SSHP) shall be prepared in accordance with the requirements specified in this section and shall comply with all federal, state and local health and safety requirements, e.g., the Occupational Safety and Health Administration (OSHA) requirements (29 CFR 1910 and 1926) and the U.S. Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1). The SSHP shall address those elements, which are specific to this site, and has potential for negative effects on the safety and health of workers and other personnel on site. Where a specific element is not applicable, the Contractor shall make negative declaration in the plan to establish that adequate consideration was given the topic, and a brief justification for its omission shall be given. This SSHP covers asbestos and/or lead-based paint removal. It does not cover hazardous material or environmental maintenance, repair, and rehabilitation (MRR) action. The Safety and Health Plan (SHP) shall contain the following:  <ul style="list-style-type: none"> <li>- Intention and method of compliance with Federal, state and local safety and health requirements;</li> <li>- Accident prevention program;</li> <li>- Personnel protective equipment;</li> <li>- Personnel medical surveillance;</li> <li>- Personnel responsible for safety and health;</li> <li>- Prepare and submit report, maintain record keeping;</li> <li>- Other (as required to meet the requirements of the contract).</li> </ul> 10.1.2 Staff Organization, Qualifications, and Responsibilities. A fully trained and experienced site safety and health officer (SSHO), responsible to the Contractor may be delegated to implement the on-site elements of the SSHP. The SSHP shall be in form usable by authorized U.S. Government representatives and other authorized visitors to the site during site operations. The operational and health and safety responsibilities of each key person shall be discussed. The organizational structure, with lines of authority for safety and health and overall responsibilities of the Contractor and all subcontractors shall be provided. An organizational chart showing the lines of authority for safety shall be provided. Each person assigned specific safety and health responsibilities shall be identified and his/her qualifications and experience documented by resume.			
11. DISTRIBUTION STATEMENT			

Safety and Health Plan  
P017

10. PREPARATION INSTRUCTIONS – (continued)

10.2 Accident Prevention. The SSHP may serve as the Accident Prevention Plan provided it addresses all content requirements of both 29 CFR 1910 and EM 385-1-1 (Table 1-1). All Accident Prevention Plan elements required by EM 385-1-1, but not specifically covered by these elements shall be addressed in this section of the SSHP. Daily safety and health inspections shall be conducted to determine if site operations are conducted in accordance with the approved SSHP and contract requirements.

10.3 Personal Protective Equipment. A written Personal Protective Equipment (PPE) Program shall be provided in the SSHP if necessary. Minimum levels of protection necessary for each task/operation to be performed shall be based on the hazard assessment/risk analysis.

10.4 Medical Surveillance. All personnel requiring respiratory protection shall have an annual medical examination to ensure they are physically qualified to wear respiratory protection. Those requiring respiratory protection shall be fit-tested in accordance with appropriate regulations. Any other medical surveillance requirements shall be determined by onsite conditions and exposures.

10.5 Noise Control. The Contractor shall monitor for hazardous noise conditions. If warranted, a hearing conservation program and noise abatement program shall be implemented.

10.6 Standing Operating Procedures, Engineering Controls and Work Practices. The Contractor shall develop Standing Operating Procedures for minimizing hazards and taking action to correct hazards where necessary. Site rules and safe work practices shall be discussed and shall include such topics as use of the buddy system, smoking restrictions, material handling procedures, confined space entry, excavation safety, physiological and meteorological monitoring for heat/cold stress, illumination, sanitation, and daily safety inspections, etc. This list of topics is not intended to be all-inclusive.

10.7 Logs, Reports and Record Keeping. Record keeping procedures for training logs, safety inspection logs, employee/visitor registers, medical surveillance records and certifications, air monitoring results and personal exposure records shall be described. All personnel exposure and medical monitoring records shall be maintained in accordance with applicable OSHA standards, CFR 1910 and 1926. All recordable accidents/injuries/illnesses shall be reported to the Contracting Officer, or authorized representative, immediately. A completed ENG 3394, Accident Investigation Report, shall be submitted within two (2) working days in accordance with AR 385-40 and USACE Supplement 1 to that regulation. All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. All maps and drawings shall be submitted in ArcView and AutoCAD in a version compatible with USMA's software.



<b>DATA ITEM DESCRIPTION</b>			Form Approved OMB NO. 0704-0188	
<small>Public reporting burden for collection of this information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate of Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.</small>				
1. TITLE  <b>QUALITY CONTROL AND ASSURANCE PLAN</b>			2. IDENTIFICATION NUMBER  <b>P018</b>	
3. DESCRIPTION/PURPOSE  The Contractor's quality control and assurance plan indicates the requirements required to provide a generic quality control and assurance plan for the contract.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP  This Data Item Description (DID) contains the content and requirements for the generic quality control and assurance plan required under the contract.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS  The quality control and assurance plan shall contain the following: <ul style="list-style-type: none"> <li>- Quality program to ensure the quality of services provided (i.e., that the services and supplies provided to conform to the Contract requirements);</li> <li>- Inspection procedures;</li> <li>- Breakdown/downtime record;</li> <li>- Record keeping, reports, and formats;</li> <li>- QC organization;</li> <li>- Operation and maintenance performance standards;</li> <li>- Other (as required to meet the requirements of the contract).</li> </ul> <p>All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. All maps and drawings shall be submitted in ArcView and AutoCAD in a version compatible with USMA's software.</p>				
11. DISTRIBUTION STATEMENT				

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1. TITLE  <b>PERIODIC SYSTEM STUDIES</b>		2. IDENTIFICATION NUMBER  <b>P019</b>	
3. DESCRIPTION/PURPOSE  <p>The Government requires that the contractor perform periodic system studies and develop mathematical models to define and characterize the critical system parameters. The contractor will propose periodic studies to be performed. The contractor shall propose a plan that defines and describes each study, the frequency that each study will be performed, and provides a cost estimate for each. The study plan will be updated annually and may be revised each year to add, change, or delete studies.</p> <p>New studies and/or updated studies for the utility system shall be performed in accordance with the contractor's proposed frequency and at such times that accomplished or anticipated changes to the system are significant enough to affect system operation or performance (reliability/availability). The studies will provide a condition assessment to define the system condition in terms of age and functional state, and verify the current adequacy of the system in terms of capacity, flow, dynamic characteristics (pressure, voltage), and system failure protection (line break, faults, etc.). They will be further used to identify the requirements for system expansions/modifications including (upgrades) necessary to meet the Installation's utility services current needs and future projects.</p>			
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP  <p>This Data Item Description (DID) contains the content and requirements for the Periodic System Studies for the Government.</p>			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS  <p>10.1 Presentation Format. The contractor shall provide two complete copies of the system study plan. The system study shall be submitted in both hard copy and electronic digital format. The information will be provided on 8 1/2" x 11" sheets, with separate sections for an study index, descriptive narratives, schedule, and cost.</p> <p>10.2 Submittal Schedule. Periodic studies performed every third year of the contract shall be submitted at the midpoint of the contract year. Periodic studies performed as a result of the accomplished or discussed above shall be submitted for review within two weeks of completion, but not less than 16 weeks prior to commencement of anticipated system changes. The Government will have a period of 30 calendar days to review and comment on the study documents. The Government and the contractor will meet within two weeks of submission of comments to discuss and resolve the comments (if required).</p> <p>10.3 All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. All maps and drawings shall be submitted in ArcView and AutoCAD in a version compatible with USMA's software.</p>			
11. DISTRIBUTION STATEMENT			

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<b>1. TITLE</b>		<b>2. IDENTIFICATION NUMBER</b>	
<b>OPERATIONS FACILITY REQUIREMENTS PLAN</b>		<b>P020</b>	
<b>3. DESCRIPTION/PURPOSE</b>			
<p>The Contractor's operations facility requirements plan represents the physical space, buildings, and related facilities required in order to operate and maintain the utilities conveyed under this contract.</p>			
<b>4. APPROVAL DATE</b> <small>(YYMMDD)</small>	<b>5. OFFICE OF PRIMARY RESPONSIBILITY</b>	<b>6a. DTIC APPLICABLE</b>	<b>6b. GIDEP APPLICABLE</b>
<b>7. APPLICATION/INTERRELATIONSHIP</b>			
<p>This Data Item Description (DID) contains the content and requirements for the contractor's facilities.</p>			
<b>8. APPROVAL LIMITATION</b>		<b>9a. APPLICABLE FORMS</b>	<b>9b. AMSC NUMBER</b>
<b>10. PREPARATION INSTRUCTIONS</b>			
<p><b>10.1 Facilities.</b> The Contractor shall describe the facilities required. Information to be provided includes: type and use of each facility; square footage; parking area; warehouse/storage areas; utilities required; paved access land space requirements; and cost of construction.</p> <p><b>10.2 Submittals.</b> All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. All maps and drawings shall be submitted in ArcView and AutoCAD in a version compatible with USMA's software. The contractor shall provide two complete copies of report for this Data Item Description (DID) in both hard copy and electronic digital format. The products resulting from this DID shall be submitted in one volume. The information volume(s) will be provided in three ring binder(s), on 8 1/2" x 11" sheets (except that schedules may be provided on fold-out 11" x 17" sheets).</p> <p><b>10.3 Submittal Schedule.</b> The Contractor shall complete and submit the OMP and documentation within 6 months following contract award. The Government will have a period of 30 calendar days to review and comment on the survey documents. The Government and the contractor will meet within two weeks of submission of comments to discuss and resolve the comments (if required).</p>			
<b>11. DISTRIBUTION STATEMENT</b>			

<b>DATA ITEM DESCRIPTION</b>		Form Approved OMB NO.0704-0188	
Public reporting burden for collection of this information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate of Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.			
<b>1. TITLE</b> <b>ENVIRONMENTAL, HISTORICAL, AND CULTURAL RESOURCES PROTECTION PLAN</b>		<b>2. IDENTIFICATION NUMBER</b> <b>P021</b>	
<b>3. DESCRIPTION/PURPOSE</b>  The purpose of this Data Item Description (DID) is to state the requirements for the Contractor's environmental, historical, and cultural resources protection plan.			
<b>4. APPROVAL DATE</b> (YYMMDD)	<b>5. OFFICE OF PRIMARY RESPONSIBILITY</b>	<b>6a. DTIC APPLICABLE</b>	<b>6b. GIDEP APPLICABLE</b>
<b>7. APPLICATION/INTERRELATIONSHIP</b>  This Data Item Description (DID) contains the content and requirements for the development of an environmental, historical, and cultural resources protection plan.			
<b>8. APPROVAL LIMITATION</b>		<b>9a. APPLICABLE FORMS</b>	<b>9b. AMSC NUMBER</b>
<b>10. PREPARATION INSTRUCTIONS</b>  10.1 Performance. The Contractor shall implement environmental protection measures for all applicable operations under this contract in accordance with existing Government environmental, historical, and cultural resources protection plans and governing federal, state, and local laws and regulations. The EPP shall describe in detail the Contractor's plan for implementing requirements for pollution prevention and control, natural and cultural resource conservation and protection, solid and hazardous waste management. This plan shall demonstrate the methodology for ensuring continuing compliance with federal, state, and local laws and regulations. Methods of storing hazardous materials shall be included in the EPP. The Contractor shall also develop an environmental historical and cultural resources protection plan as a part of the EPP. The plan shall be updated as often as required, but no less than annually, and submitted to the Contracting Officer. The EPP shall include sub-plans that complement the Government's counterpart plans. The document shall include the following sections: (1) Cover sheet; (2) Summary; (3) Table of contents; (4) Purpose of and need for the action; (5) Alternatives considered, including the proposed action; (6) Affected environment (baseline conditions); (7) Environmental and socioeconomic consequences; (8) List of preparers; (9) Distribution list; (10) Index; and (11) Appendices (if any).  10.2 Document Format. All submittals required under this DID will be itemized on an Engineering Form 4025 attached. The Contractor shall provide two complete copies of each document. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. The information volume(s) will be provided in three ring binder(s), on 8 1/2" x 11" sheets, with separate sections for the study index, study narrative, findings, permit data, and system maps, as applicable. The report narrative section shall include a description of the study performance and methodology, key environmental issues, and study results. Data shall be presented such that it can easily be correlated to the maps. Supporting maps shall be provided in full size, folded to 8 1/2" x 11" size, and placed in the binder(s).			
<b>11. DISTRIBUTION STATEMENT</b>			

Environmental, Historical, and Cultural Resources Protection Plan  
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10. PREPARATION INSTRUCTIONS – (continued)

10.3 All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. All maps and drawings shall be submitted in a full size reproducible hard copy and a single copy submitted in ArcView and AutoCAD in a version compatible with USMA's software.

<b>DATA ITEM DESCRIPTION</b>		Form Approved OMB NO.0704-0188	
Public reporting burden for collection of this information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate of Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.			
<b>1. TITLE</b>  <b>SERVICE CONTINUITY ASSURANCE PLAN</b>		<b>2. IDENTIFICATION NUMBER</b>  <b>P022</b>	
<b>3. DESCRIPTION/PURPOSE</b>  The purpose of this Data Item Description (DID) is to describe in detail the requirements of the contractor's service continuity assurance plan.			
<b>4. APPROVAL DATE</b> (YYMMDD)	<b>5. OFFICE OF PRIMARY RESPONSIBILITY</b>	<b>6a. DTIC APPLICABLE</b>	<b>6b. GIDEP APPLICABLE</b>
<b>7. APPLICATION/INTERRELATIONSHIP</b>  This Data Item Description (DID) contains the content and requirements for the contractor's service continuity assurance plan.			
<b>8. APPROVAL LIMITATION</b>		<b>9a. APPLICABLE FORMS</b>	<b>9b. AMSC NUMBER</b>
<b>10. PREPARATION INSTRUCTIONS</b>  <p>10.1 Performance. The Contractor shall develop and implement measures that ensure continuous service and minimize any service disruptions as it relates to system configuration modifications proposed, line maintenance practice, and line repair practice. This plan shall also address cost-effective measures to ensure high system reliability and availability factors.</p> <p>10.2 Submittals. All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. All maps and drawings shall be submitted in ArcView and AutoCAD in a version compatible with USMA's software. The contractor shall provide two complete copies of report for this Data Item Description (DID) in both hard copy and electronic digital format. The products resulting from this DID shall be submitted in one volume. The information volume(s) will be provided in three ring binder(s), on 8 1/2" x 11" sheets (except that schedules may be provided on fold-out 11" x 17" sheets).</p> <p>10.3 Submittal Schedule. The Contractor shall complete and submit this plan within 6 months following contract award. The Government will have a period of 30 calendar days to review and comment on the documents. The Government and the contractor will meet within two weeks of submission of comments to discuss and resolve the comments (if required).</p>			
<b>11. DISTRIBUTION STATEMENT</b>			

<b>DATA ITEM DESCRIPTION</b>		Form Approved OMB NO.0704-0188	
Public reporting burden for collection of this information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate of Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.			
<b>1. TITLE</b>  <b>ANNUAL SERVICE PLAN</b>		<b>2. IDENTIFICATION NUMBER</b>  <b>P023</b>	
<b>3. DESCRIPTION/PURPOSE</b>  The purpose of this Data Item Description (DID) is to describe in detail the requirements of the contractor's annual service plan.			
<b>4. APPROVAL DATE</b> (YYMMDD)	<b>5. OFFICE OF PRIMARY RESPONSIBILITY</b>	<b>6a. DTIC APPLICABLE</b>	<b>6b. GIDEP APPLICABLE</b>
<b>7. APPLICATION/INTERRELATIONSHIP</b>  This Data Item Description (DID) contains the content and requirements for the contractor's annual service plan.			
<b>8. APPROVAL LIMITATION</b>		<b>9a. APPLICABLE FORMS</b>	<b>9b. AMSC NUMBER</b>
<b>10. PREPARATION INSTRUCTIONS</b>  <p>10.1 Performance. The Contractor shall prepare and submit an annual service plan. This plan shall cover all work projected and estimated costs for the following Government's fiscal year (October 1 through September 30). The initial draft annual service plan shall be submitted within six months of contract award and shall cover the scope and estimated costs for the remainder of the current Government fiscal year.</p> <p>10.2 Submittals. All submittals required under this DID will be itemized on an Engineering Form 4025 attached. Three hard copies and an electronic copy shall be submitted. Electronic files of documents shall be in the most current version of Microsoft and if necessary saved in earlier versions compatible with USMA software. All maps and drawings shall be submitted in ArcView and AutoCAD in a version compatible with USMA's software. The contractor shall provide two complete copies of report for this Data Item Description (DID) in both hard copy and electronic digital format. The products resulting from this DID shall be submitted in one volume. The information volume(s) will be provided in three ring binder(s), on 8 1/2" x 11" sheets (except that schedules may be provided on fold-out 11" x 17" sheets).</p> <p>10.3 Submittal Schedule. The Contractor shall complete and submit this plan within 6 months following contract award. The Government will have a period of 30 calendar days to review and comment on the documents. The Government and the contractor will meet within two weeks of submission of comments to discuss and resolve the comments (if required).</p>			
<b>11. DISTRIBUTION STATEMENT</b>			